



BIOPARK EDUCATION JOB DESCRIPTION HIGH SCHOOL MENTORSHIP/INTERNSHIP 2006

WHAT

The BioPark Education Mentorship/Internship program is designed to give teens the opportunity to teach visitors about nature while getting practical work experience in a fast-paced, dynamic environment.

WHO

Skills needed to become a successful Albuquerque BioPark Mentorship/Internship student include enthusiasm, a commitment to teaching conservation, a sense of responsibility, patience, willingness to work with the general public, flexibility and a good attitude! Students will be expected to work independently and contribute ideas and suggestions. Students must be 16 years or older. As a safety precaution, all volunteers must submit to a City of Albuquerque background check.

WHAT YOU

Mentorship/internship students will be asked to assist with an assortment of projects at the zoo, aquarium or botanic garden. The following are some of the things you may be asked to help with: assist with educational classes; teach on grounds; work at the Mentorship/Intern (aquarium students only); help generate new hands-on teaching props; set up and breakdown equipment for workshops and meetings; prepare educational buildings for events, workshops, and activities; research information about new species; create and distribute informational fliers/posters about upcoming programs; share information about events/activities to the public; general office duties, such as photocopying; and other miscellaneous duties as assigned on a day to day basis.

WHAT TO WEAR

A volunteer ID card will be provided. You will be expected to have this with you at all times. Unless you are teaching on zoo, aquarium or garden grounds, you may dress in school clothing. Cut-off jeans, short-shorts/skirts, low cut shirts, t-shirts, hats or inappropriate clothing will not be accepted. If you are assisting with a class or teaching on-site you will be expected to wear the same uniform our adult volunteers wear. This uniform is any combination of khaki, black or white, with an educator's vest. Blue jeans are unacceptable when teaching on grounds. Remember...you represent the Bio Park and the City of Albuquerque!

BENEFITS

As a BioPark Education volunteer you will receive an ID card which will allow you to visit the AQ/BG/ZOO on non-work days by presenting it to the cashier. Your ID card also entitles you to a discount at the food and gift concessions (only while on duty). You will also be invited to attend educational workshops or special activities sponsored by BioPark Education. As part of the mentorship/internship team you will be provided with opportunities to learn more about educational programs, colleges, career camps and professional contacts all of which can provide more information about a career in zoology, marine science or horticulture.

WHO'S IN CHARGE

Mentorship students report directly to the Education Coordinator at the zoo, aquarium or botanic garden. The coordinators report to the BioPark Education Curator, Bill Aragon. You may be asked to also work on projects with the Education Program Specialist, Cathy Wylie or the Education Clerks. Students may have some interaction with staff at the zoo, aquarium or garden.

SCHEDULE & HOURS

It is your responsibility to work with the Education Coordinator to create your own schedule, keep track of your hours and keep the Education Coordinator informed of any changes in your schedule. You will be given a calendar which will list any special events, projects, dates to remember, holidays, etc. Students will be provided with a time sheet to keep track of their hours. If you are unable to work your regular schedule, you must contact the Education Coordinator at your work site BEFORE you miss a shift.

Mentorship/internship students will be asked to work Monday, Wednesday and Friday or Tuesday and Thursday. You must commit to work a minimum of six hours per week, between 8:00am and 5:00pm. During special events, students may be asked to work on weekends. If students are submitting evaluations to their school regarding their mentorship, the Education Coordinator will need to be given two day's notice in order to properly fill out evaluation form.

WHO TO CALL

For more information, please contact:
Aquarium Education Coordinator, Dave Karrmann – 848-7172
Garden Education Coordinator, Amy Henderson – 848-7162
Zoo Education Coordinator, Allyson Wallace – 764-6247

NEXT STEP

Please complete the attached application and background check form, and mail them to Albuquerque BioPark Education, 903 Tenth Street SW, Albuquerque, NM, 87102.

APPLICATION FORM
BioPark Mentorship/Internship 2006

Today's Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone #: _____

e mail: _____

Parent/Guardian Name: _____

Phone#: _____ Relationship: _____

Age: _____ Grade: _____ School: _____

In case of emergency, call, name: _____

Do you have any special talents you would like to share?

Art, music, hiking, theater, special knowledge of reptiles, birds, insects, marine life; other language

People are a part of nature, not apart from nature. Please share your thoughts on the conservation of nature. Tell us why nature is important to you, and how you, as a mentorship/internship student, would be able to contribute to the conservation and protection of nature. (You may use this space and the back side or attach a typed page. Maximum one page.)

MENTORSHIP/INTERN TEEN PARENT'S CONSENT
(must be completed if under 18 years old)

I am a parent or lawful guardian of _____, a minor, (hereafter child), who will be participating in the 2006 Mentorship/Intern Teen Volunteer Program (hereafter program) at the BioPark (Zoo, Aquarium or Botanic Garden). I hereby acknowledge that I am aware that this Program may involve a higher level of activity at the BioPark for my child than normal BioPark attendance and that my child may be allowed into areas of the BioPark not usually open to the public. I also acknowledge that he/she may have some contact with animals and that although the BioPark will take reasonable precautions for his/her safety, my child may be subject to some additional risks. I understand and agree that my child may participate in the Program in spite of this additional risk to his/her safety. I agree to have my child outfitted and clothed for said Program.

I agree that I have taken such measures as I have deemed advisable to ascertain that my child's physical condition is suitable for the Program. If I cannot be reached in an emergency, I authorize treatment by a physician.

I further confirm that my child is covered by a medical insurance policy and in the event he/she is injured I will either pay for the medical expenses and other damages or make a claim for our insurance company to pay for same. In consideration for the City allowing my child to participate in the Program, which I consider to be of great benefit to my child, I hereby agree to indemnify, release, defend and hold harmless the City for any expenses or liability it incurs or suffers as a result of any injuries suffered by my child while participating in this Program which exceed such medical policy limits, unless injuries are caused by the gross negligence of the City or its employee.

By signing below, I give my permission for my child to participate in this Program. I acknowledge that I have carefully read the foregoing and agree to be bound thereby.

BIOPARK MENTORSHIP/INTERN TEEN MEMBER

Parent/Guardian Name (Please print)

Parent/Guardian Address

Home Phone# Work Phone (if different)

Signature Date

Mail application, contract/release and background check forms to:
Albuquerque BioPark Education
Cathy Wylie
903 10th Street SW
Albuquerque NM 87102

OFFICE USE: NMSO PASS / NO PASS _____ Date _____ Initials
APD Form _____